

Date

MEMORANDUM FOR 711 HPW/IR (AFRL IRB)

FROM: ORGANIZATION/OFFICE SYMBOL

SUBJECT: Principal investigator cover letter for Title of Protocol

1. Request division and IRB review and approval of the protocol named above which should be considered as a freestanding protocol.
2. As principal investigator, the undersigned affirms that the protocol complies with the requirements for human experimentation set forth in Federal code and the DoD, Air Force, and AFRL instructions implementing it. In addition, the undersigned agrees to:
  - a) Ensure that all human research conducted under this protocol will conform to the written, approved document, including any restrictions imposed during the approval process.
  - b) Read and abide by the assurance of compliance with the federal policy for the protection of human subjects [e.g., a DoD Single Project Assurance, AFRL's Multiple Project Assurance (MPA #50002) or a Federal Wide Assurance] provided by the undersigned's institution to cover activities conducted under this protocol.
  - c) Read and abide by AFRL Instruction 40-402, Protection of Human Subjects in Research.
  - d) Monitor the progress of this research and notify the IRB in writing within 24 hours of any unexpected event or medical misadventure.
  - e) Notify the IRB, in a timely manner, if either the risk or the benefit of the research appears substantially different from those represented in the protocol, or if early results clearly resolve the hypothesis.
  - f) Notify the IRB in writing of any conflict of interest (financial or otherwise) within the research team that exists or arises during the project.
  - g) Provide progress and final reports for research as required by the IRB as well as notifying the IRB of any publications resulting from this protocol.
  - h) Ensure that the originals and copies of the signed Informed Consent Document for all subjects are filed as required by AFRLI 40-402 and that all records of completed research are provided to the IRB administrator for permanent archiving.

\\SIGNED\\  
Name/Rank/Title  
Principal Investigator